



CITY OF HOUSTON

Job Posting

Applications accepted	ALL PERSONS INTERESTED
Job Classification	Bureau Chief, Human Services (EXE. LEV.)
Posting Number	PN# 109651
Department	Health & Human Services
Division	Neighborhood Services
Section	Bureau of Human Services
Reporting Location	8000 N. Stadium Dr.
Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
	*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Supervises and coordinates the activities of Human Services Bureau employees; provides consultative and educational expertise and support in a specialized human service and public health program areas.

CORE FUNCTIONS

- Supervises and coordinates the daily activities of bureau employees.
- Participates and guides in the development of quality assurance and quality control programs of bureau activities and is ultimately responsible for quality control and the effectiveness of bureau programs.
- Designs, develops and recommends new human service programs and strategies to handle expanded community growth and additional services.
- Consults with staff and other city agencies regarding enhancement of human service goals and objectives.
- Compiles and prepares analytical and statistical reports for various special projects requested by the Director.
- Meets with employees, governmental, business, professional, civic, community, and other groups to discuss human services and public health policies, programs, and objectives.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Bachelor's degree in Public Health or a related field.

MINIMUM EXPERIENCE REQUIREMENTS

Nine years experience in a major health agency or a similar facility is required or a Master's degree in a specific public health field and seven years of directly related professional experience.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2).

PREFERENCES

- Four years of supervisory and administrative experience in human services or health agency are required.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 30
\$1,999 - \$3,867 Biweekly \$51,974 - \$100,542 Annually

OPENING DATE

March 29, 2006

CLOSING DATE

April 4, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer